



JOB ANNOUNCEMENT CIVIL ENGINEER COLLECTION SYSTEM

Pay Grade 16

Opening Date: 01/15/2016

Closing Date: Opened until filled

Full-Time Position

Salary Range: \$48,832.00 to \$79,652.49

MINIMUM REQUIREMENTS

- Must be able to acquire a P.E. within two years.
- Knowledge of concept and process of civil engineering principles in the field of water or wastewater
- Skilled in viewing plans, specifications, contract documents and regulations related to the wastewater industry
- Ability to interpret field notes/sketches and other documents for project closeout
- Ability to operate a Computer Aided Drafting system (CAD), Microsoft Word, Microsoft Excel, and Civil 3D.
- Ability to develop in-depth reports, policies and procedures
- Ability to communicate tactfully and effectively with the public, officials, and employees
- Ability to work outdoors in all types of weather
- Ability to scale ladders, walking for extended periods of time and walking on rough terrain.
- Ability to obtain a valid Arkansas Vehicle Operator's License

APPLICANTS MEETING THE ABOVE MINIMUM REQUIREMENTS WILL BE EVALUATED FOR PREVIOUS TRAINING OR EXPERIENCE IN THE DUTIES, KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW. THOSE APPLICANTS WHOSE TRAINING AND/OR EXPERIENCE BEST RELATE TO THE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES OUTLINED BELOW WILL BE GIVEN FIRST CONSIDERATION FOR THIS POSITION. APPLICANTS WILL BE EVALUATED ON THE LENGTH AND QUALITY OF WORK EXPERIENCE OF A RELATED NATURE IN PREVIOUS POSITIONS AND ON OTHER FACTORS SUCH AS:

- Absenteeism records
- Current job performance ratings
- Reference from previous employers attesting to work habits, punctuality, and reliability
- Academic record
- Safe driving record

ALL APPLICANTS SHOULD BE RELIABLE, DEPENDABLE AND HARD-WORKING AND MUST HAVE THE ABILITY TO UNDERSTAND AND CARRY OUT WRITTEN & ORAL INSTRUCTIONS. APPLICANTS MUST HAVE THE ABILITY TO WORK WELL WITH DEPARTMENT PERSONNEL AND THE GENERAL PUBLIC.

SAMPLE OF DUTIES AND RESPONSIBILITIES:

- Perform administrative tasks for construction and wastewater projects
- Performs on-site inspections on project in progress
- Review plans and develop correspondence for private sector development
- Researches records and regulations for engineering department
- Provides technical assistance and SSES assistance
- Views video records for rehabilitation projections
- Provides locations to utility, plumbers, engineers, etc.

APPLICANTS SHOULD SUBMIT A STANDARD NLR WASTEWATER UTILITY APPLICATION FORM TO:

NORTH LITTLE ROCK WASTEWATER UTILITY'S HUMAN RESOURCE DEPARTMENT
7400 BAUCUM PIKE, NORTH LITTLE ROCK, ARKANSAS 72117

Applications can be filled out online @

http://nlr.ar.gov/government/a_z_department_list/wastewater/wastewater_employment/